

**Legal Office Assistant - Office Technology
Certificate of Proficiency
Program Number 45**

Student Name: _____

GPA _____

Catalog Year: 2009-2010

Student ID Number: _____

Advisor _____

Date _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
BMGT 151	Business Law I	3		
CMSY 102	Beginning Word Processing	1		
OFFI 100	Office Machines	1		
ACCT 111	Principles of Accounting I	3		
OFFI 177	Grammar for Your Job	2		
OFFI 279	Keyboarding	1		
BMGT 178	Business Writing	1		
CMSY 104	Advanced Word Processing	1		
OFFI 102	Editing Skills	3		
OFFI 280	Legal Transcription and Terminology	3		
OFFI 281	Legal Document Preparation	2		
		Certificate Credits Req.		21

NOTES: